

## Summary

This article describes the DBIDS Program, which is entirely administered by the U.S. Air Force and affects access to SNL/NM facilities on Kirtland Air Force Base (KAFB). It also addresses how to acquire a DBIDS pass for visitors and non-workers,

## Content

### What is DBIDS?

The Defense Biometric Identification System (DBIDS) manages access to Department of Defense (DoD) installations. All personnel who require unescorted access onto Kirtland Air Force Base (KAFB) must be registered in DBIDS. As residents of KAFB, we must respect and follow KAFB practices.

#### Note:

- DBIDS is a Department of Defense (DoD) requirement. The SNL Badge Office does NOT have an active role in the DBIDS process.
- **Required forms must be submitted in person, not emailed or faxed.**
- Forms can be submitted by the sponsor or an individual within the sponsor's organization who possess an HSPD-12 federal credential.
- The SNL Badge Office is NOT able to provide a status regarding completion of DBIDS pass requests or verification of enrollment in DBIDS.

#### *DBIDS offices and operating hours*

- IPOC/Room 2161; Hours: Monday-Friday, 7:30 am - 3:00 pm; phone: 505-845-7227
- Consolidated Support Building (KAFB bldg. 20245)/2nd St. at Frost Ave.; Hours: Monday - Friday, 9:00 am - 3:00 pm; phone: 505-846-6429
- Truman Gate Visitors Center; 6:00 am - 2:00 pm; phone: 505-846-2676
- Gibson Gate; Open 24 hours; phone: 505-846-7240

### Visitor Processing

DOE colleagues	<ul style="list-style-type: none"><li>• DOE colleagues already in possession of HSPD-12 federal credentials are also required to have their credentials enrolled in DBIDS. This will allow the visitor access to KAFB upon presentation of their credentials.</li><li>• DOE colleagues who have LSSO badges must follow the process below for uncleared/cleared visitors.</li></ul>
DoD visitors	<ul style="list-style-type: none"><li>• If your visitor possesses a DoD Common Access Card (CAC) or military ID, he/she is not required to register in DBIDS.</li><li>• A DoD CAC or military ID can be used to gain entry into KAFB. All DoD CAC and military ID cards are automatically enrolled in DBIDS and have escort authority.</li><li>• If your DoD visitor does <b>not</b> possess a DoD CAC or military ID, use the appropriate process listed below for cleared/uncleared visitors.</li></ul> <p><b>Important Notice:</b> A DoD CAC or military ID only grants access to KAFB;</p>

	<p>your visitor will still need a Sandia-issued LSSO badge or DOE HSPD-12 federal credential to access Sandia-controlled premises.</p>
<p>Ten or more visitors</p> <p><b>Caution:</b> If any of the visitors are foreign nationals, see separate entry below.</p>	<ul style="list-style-type: none"> <li>If you are hosting a group of ten or more visitors, contact the Air Force's Pass and Registration Office (505-846-6429) at least 3 days prior to the event.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Groups of ten or more are eligible to be placed on the Base Access List (BAL) and will not be required to visit a DBIDS office for processing.</li> <li>Hosts will be required to provide the Air Force with each visitor's name, date of birth, and last six digits of the visitor's Social Security Number.</li> </ul>
<p>Uncleared/cleared visitors</p> <p><b>Caution:</b> If any of the visitors are foreign nationals, see separate entry below.</p>	<ul style="list-style-type: none"> <li>For unescorted access onto KAFB, the sponsor must call the Truman Gate, Gibson Gate, or IPOC DBIDS office the day of the visit and "sponsor" the visitor in order for him/her to receive a DBIDS pass. <ul style="list-style-type: none"> <li>When pre-announcing visitors for KAFB access, sponsors must provide the following for both sponsor and visitor: full <div data-bbox="441 932 1144 1900" data-label="List-Group"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>name, date of birth, and last six digits of social security number. Sponsors must also provide their organization name, phone number, visitor destination and pass duration.</li> <li>When a visitor arrives at a DBIDS office, the Air Force will contact the sponsor to verify information. If the sponsor can't be reached by phone, the visitor will be denied access to KAFB.</li> <li>If you provide an organization's phone number used by multiple personnel (e.g., medical staff), all of whom are eligible to sponsor a visitor, include the additional names and required information. If the original sponsor is not available, another eligible sponsor at the same phone can sponsor the visitor.</li> <li>Only individuals with Sandia-issued HSPD-12 badges who are registered in DBIDS can sponsor visitors for DBIDS passes.</li> <li>Each visitor will pick up his/her DBIDS pass at the DBIDS office that the host notified.</li> </ul> </li> <li>A DBIDS pass can be issued for up to 3 consecutive calendar days. However, if the sponsor is present at the time of that a visitor</li> </ul> </div></li> </ul> </li> </ul>

	<p>picks up his/her pass, the pass can be issued for up to 10 consecutive calendar days.</p> <ul style="list-style-type: none"> <li>• Should a visit last longer than 3 days, a visitor can be sponsored for a DBIDS pass for up to 90 consecutive calendar days. However, the DBIDS pass will only be issued in increments of 3 or 10 days, contingent on whether the sponsor calls the DBIDS office or is present with the visitor when the visitor's DBIDS pass is picked up.</li> <li>• If the visitor will be picking up an LSSO badge, the SNL Badge Office will provide the visitor with the required SF 2730-VPR, <i>Contractor Pass Request</i>, and the SF 2730-CBC, <i>Criminal Background Check</i>, at the time of their visit to the Badge Office. Both forms must be completed and taken to the DBIDS office in IPOC when picking up a DBIDS pass. (Note that the sponsor is still required to contact the DBIDS office in IPOC the day of the visit in order to sponsor a visitor for a DBIDS pass.)</li> <li>• If a visitor is issued a cleared LSSO badge, an additional memo (required by the DBIDS office) will be provided to the visitor at the time of visit to the SNL Badge Office, verifying that the visitor's clearance is active.</li> <li>• At the time of visit to a DBIDS office, the following must also be provided by the visitor: <ul style="list-style-type: none"> <li>○ Driver's License</li> <li>○ Registration</li> <li>○ Proof of insurance</li> <li>○ (If vehicle is a rental) Rental agreement or receipt</li> </ul> </li> <li>• For visitors who will be onsite for more than 30 days, a DBIDS pass may be requested provided that the SF-2730-VPR and SF-2730-CBC are completed and submitted to the DBIDS office for processing.</li> <li>• For visits of less than 30 days, only short-term DBIDS passes will be issued. The sponsor must call a DBIDS office to sponsor the individual for 3 days at a time, or the sponsor may visit a DBIDS office with the visitor and request a DBIDS pass for increments of 10 days at a time.</li> </ul> <p><b>Important Notice:</b> DBIDS pass only grants access to KAFB. Your visitor will still need a Sandia-issued LSSO badge to access Sandia-controlled premises.</p> <p><b>Note:</b> Visitors who are not enrolled in DBIDS may be escorted by individuals who have escort</p>	
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	<p>authority (see above). Those with escort authority are allowed to escort up to 20 people at a time. Visitors will not be required to register with DBIDS, but must have a valid identification (e.g., driver's license or passport) with them at all times.</p> <p><b>Reminder:</b> A unique expiration date is displayed on each DBIDS pass. Pass recipients are responsible for knowing when their passes will expire and initiating the renewal process when appropriate. Neither the pass recipients nor their hosts/escorts will receive automated reminders.</p>	
	Uncleared foreign national visitors	<p>You must work with the Foreign Interactions Office (FIO).</p> <p><b>Important Notice:</b> DBIDS pass only grants access to KAFB. Your visitor will still need a Sandia-issued LSSO badge to access Sandia-controlled premises.</p> <p><b>Reminder:</b> A unique expiration date is displayed on each DBIDS pass. Pass recipients are responsible for knowing when their passes will expire and initiating the renewal process when appropriate. Neither the pass recipients nor their hosts/escorts/sponsors will receive automated reminders.</p>
	Cleared foreign national visitors	For DBIDS pass requests, contact Brenda Jensen at 505-844-5316 or Felicia Vigil at 505-284-5385.